

January 5, 2012

PERSONNEL COMMITTEE MEETING MINUTES

At 6:05 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, Barbara Reynolds, and Deborah Christen. Absent was William Murray. Also present was Town Manager.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: Accountant's Dept., Nancy Forest, Principal Clerk, Grade 7, Step 1 ½, 15.75/hour, effective 1/1/12. LPC could not find New Hire form for Nancy Forest effective 7/1/11; Chair will research and report back to LPC.
3. Personnel Change/Hiring Notifications: Fire Dept., Darrell Demers, EMT-I, Grade 9, Step 1, 18.43/hour, effective 12/1/11.
4. Review of Previous Meeting Minutes: Minutes of December 1, 2011 (Barbara 1st, Robert 2nd) meeting were approved.

Current Business:

1. Job Description Format Project: In progress, Barbara and Chair working on – Fire Chief reviewing; Town Manager will follow-up.
2. Annual Town Meeting: No articles at this time.
3. LPC Initiatives 2012: Passed over until February meeting.
4. 2011 Town Report: Chair shared draft of Personnel Committee blurb for 2011 Town Report, accepted (Deb 1st, Barbara 2nd).
5. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress and Assignments of LPC Initiatives for 2011, and Next Meeting Agenda.

The next scheduled meeting will be on February 2, 2012 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, Barbara 2nd) at 6:25 p.m.

Respectfully submitted,

Deborah Christen
Deborah Christen, Secretary

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BY: